
Minutes Tempe Fire and Police Public Safety Personnel Retirement Boards Joint Meeting December 6, 2012

Minutes of the Tempe Fire and Police Public Safety Personnel Retirement Boards Joint Meeting held on Thursday, December 6, 2012, 2:00 p.m., Tempe City Hall, third floor conference room, 31 E. 5th Street, Tempe, Arizona.

Board Members Present:

Mark W. Mitchell, Mayor
Joe Brosius
Jeff McHenry
Chris McCormick
Mike Scheidt
Matt Tripoli

Board Members Absent:

Penny Higginbottom

City Staff Present:

Brigitta Kuiper, City Clerk
Jon O'Connor, Human Resources representative
Tim Mattix, Assistant City Clerk

Guests Present:

Cynthia Kelley, Legal Counsel

Chair Mitchell called the meeting to order at 2:03 p.m.

ITEM I – Joint Discussion Regarding the Structure of the Local Boards

Boardmember McHenry introduced the item and stated that the State Public Safety Personnel Retirement System (PSPRS) has recently been making changes to its Information Technology department. In the next six months, the State PSPRS will transition all of the retirement processing to a web-based application with access restricted to Local Board Secretaries. He stated that most local Boards throughout Arizona, with the exception of Apache Junction, Casa Grande and small jurisdictions, have a Human Resources staff member that serves as the Local Board Secretary due to the area of expertise, as opposed to the City Clerk. He had requested this agenda item to discuss whether or not the Boards wished to keep the City Clerk as the Secretary, or if the role of Secretary should be moved to Human Resources, as a lot of the functions currently done by Human Resources would otherwise need to be transitioned to the City Clerk's Office.

Jon O'Connor, Deputy Human Resources Director, stated that Human Resources has discussed a transition with the City Clerk, and does not have an issue with the transition of the Local Board Secretary duties to Human Resources. He stated that it is logical, as Human Resources currently handles all of the retirement processing.

Boardmembers discussed the potential structure in Human Resources, and whether or not one staff member would serve as both the Secretary and the point of contact to process retirements. Mr. O'Connor responded that Human Resources would look at having a single point of contact, with an established backup. Human Resources is looking at making changes to internal assignments; regardless of whether or not the City Clerk maintains the role of Secretary, Human Resources is looking at having a single point of contact for all retirements. Currently, Human Resources processes the retirements, in terms of the numbers, and then provides the information to the City Clerk's Office.

The Board discussed having Human Resources provide the numbers to the City Clerk's Office, with the City Clerk's Office inputting the numbers into the State PSPRS web-based application, and also discussed the possibility of having more than one account to the State PSPRS web-based application to allow both the Human Resources and City Clerk's Office to access the system. The State PSPRS has not yet determined levels of access, although as the State PSPRS begins the transition, all of the items will begin coming first to the Secretary.

The Board also discussed whether or not the City of Tempe has any City Code or City Charter requirements that the City Clerk serve as the Secretary. Brigitta Kuiper, Local Board Secretary, responded that there are no requirements in the City Code or Charter; the requirement is in the Local Board procedures. Ms. Kuiper explained that if the City Clerk's Office will be responsible for entering the information into the State PSPRS web-based application, the City Clerk's Office will need additional help; however, if Human Resources also has an account to the web-based application and continues processing retirements in the same way as is currently done, it would not be additional work for the City Clerk's Office. Ms. Kuiper stated that the City Clerk would do what the Board determines is best, in terms of remaining as the Secretary or transitioning the position to Human Resources.

Based on the Boards' discussion, the Local Board Secretary and Human Resources will work together to research the levels of access that the State PSPRS will allow to the web-based application, and will return to the Boards in January 2013 with additional information.

The joint meeting adjourned at 2:12 p.m.

Brigitta M. Kuiper, City Clerk